

SPECIFICATION FOR SCANNING LICENCES FOR A PERIOD OF 24MONTHS

NB: Bidders are required to submit quotations per line item as listed in this specification. No additional items or products outside of this specification are permitted.

Description	Units	Details
FileDirector Server component	1	The FileDirector Server is the central hub of the document management system. It manages all core operations, including document storage, indexing, user authentication, workflow automation, and integration with other enterprise systems.
FileDirector OCR Server component	1	The OCR (Optical Character Recognition) Server component enables automatic conversion of scanned images and PDF documents into searchable text. This functionality is critical for organizations that need to retrieve information from physical documents or scanned files quickly. The OCR server processes incoming scans, extracts text, and indexes it, making it possible to search for keywords, phrases, or metadata within documents.
FileDirector Concurrent Scan Users	2	These licenses allow up to two users to simultaneously scan documents into the FileDirector system. Each scan user can operate a scanning workstation, upload batches of documents, and assign metadata for indexing.
FileDirector Concurrent Search users	5	These licenses permit up to five users to search and retrieve documents from the FileDirector repository at the same time. Search users can access indexed documents, perform advanced queries, and download or view files as needed.